



## REGIONAL *NEW DIRECTIONS* COORDINATOR

### WHO

Each Regional Office has a designed person that serves as the *New Directions* Regional Coordinator.

### WHAT

A *New Directions* Regional Coordinator will:

- Review the Regional Information Form (RIF) and confirm DD eligibility and current funding
- Send out a “thank you for your interest” letter
- Follow-up with a telephone call and complete the RIF Checklist
- Identify the current resource coordinator or facilitate one being assigned
- Send out “ok to begin” letter with the budget amount and directions to complete the planning & budgeting process
- Serve as a “consultant” during completion of the *New Directions* Individual Plan & Budget process
- Review submitted *New Directions* Individual Plan & Budget
- Send out “notification letter” to complete MA application

### WHERE

There is a *New Directions* Regional Coordinator in each DDA regional office, available by telephone, e-mail and for planning meetings as necessary.

### WHEN

A *New Directions* Regional Coordinator becomes involved as soon as the RIF is received at the Regional Office and stays involved throughout the process.

### WHY

The *New Directions* Regional Coordinator is the DDA contact for the individual/family, the resource/service coordinator, and the support broker, serves as the local “expert”, supports planning teams, shepherds the *New Directions* Individual Plan & Budget through the regional process, assures completed waiver paperwork and monitors budgets on a monthly basis.

